

**'TERMINATION WORKSHEET'**  
**for**  
**Information to be entered in HRE**  
Revised 04/04/2005

**Payouts for Terminations/Retirements will not be entered in SAP until the entry in HRE is complete.**

**Entries have to be made in HRE prior to 2 p.m. on the Thursday of time entry week to be paid out the following Friday.**

<b>Name:</b>		<b>EIN:</b>	<b>Agency:</b>
<b>Effective Date</b> (Last Day Hours are Recorded)		<b>Last Day Worked</b> (Last Day on the Job)	
<b>Last Pay Date for Employees Hired Prior to 02/15/2003</b> (Pay Date for the pay period where the Termination Effective Date falls)			
<b>OR</b>			
<b>Last Pay Date for Employees Hired After 02/15/2003</b> (Pay Period EndDate in which the Termination Effective Date falls)			
<b>AP – Annual Paid</b>	<b>XP – Excess Paid</b>	<b>CP – Comp Paid</b>	
<b>VP – Converted Sick Paid</b>	<b>SP – Sick Paid</b>	<b>Pay Advance To Deduct</b>	
<b>DECEASED EMPLOYEE</b>			
<b>Date of Death</b>	<b>Name of Beneficiary or Executor</b>	<b>Address</b>	<b>Telephone</b>
<b>*** A deceased employee's termination will not be processed without the above information. ***</b>			
<b>Contact Person:</b>		<b>Telephone:</b>	<b>Date:</b>